EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by Jan. 8th and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Home & Remodeling Show

Dulles Expo Center
January 22-24, 2016

Hale Northeastern, Inc. is pleased to have been selected as the official service contractor for the **Home & Remodeling Show** to be held at the Dulles Expo Center in Chantilly, VA. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions at csr@haleexpo.com or 800-333-4253 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

SHOW SCHEDULE

MOVE-IN DATES AND TIMES

Tuesday, January 19, 2016	12:00 PM - 5:00 PM
Wednesday, January 20, 2016	8:00 AM - 5:00 PM
Thursday, January 21, 2016	8:00 AM - 5:00 PM

SHOW DATES AND TIMES

Friday, January 22, 2016	10:00 AM - 9:00 PM
Saturday, January 23, 2016	10:00 AM - 9:00 PM
Sunday, January 24, 2016	10:00 AM - 6:00 PM

MOVE-OUT DATES AND TIMES

Sunday, January 24, 2016	6:05 PM - 10:00 PM
Monday, January 25, 2016	8:00 AM - 12:00 PM

EXHIBIT SPACE DETAILS

Each 10' x 10' exhibit booth(s) will be defined by 8' tall **BLACK** back drape with 32" tall **BLACK** dividing drape and will be identified by a booth number.

AISLE CARPET DETAILS

All aisles will be carpeted in **BLACK & SPECKLED BLUE**.

VERY IMPORTANT: It is very important that all items are kept entirely within the exhibit space defined by tape lines on the floor and or pipe and drape boundaries. This will ensure that aisle carpet can be rolled out without encountering any obstruction from exhibits protruding outside of their designated exhibit area. Exhibits extending beyond their space will be assessed a cut and lay charge for any aisle carpet that will be destroyed because of this infraction.

Addendum - Only the following carpet tape is allowed on show floor: Echo-Double Coated Carpet Tape (DC-W188F) or Shur-Residue Free (DF-545). No high tack tape or duct tape. This tape can be purchased at the Hale Service Desk for your convenience. Tape used for carpet installation must be removed immediately following the show.

BUILDING CHARACTERISTICS

The South Hall is serviced by (4) loading docks and one drive-in overhead door. The floor is concrete and the ceiling height is 25' high. The building lighting is provided by overhead mercury vapor lamps.

Bulk areas will be defined by chalk marks on the floor.

EXHIBITOR SERVICE DESK

Hale Northeastern, Inc. will maintain a service desk with a professional staff to assist you when requested during the set-up and dismantling of the exhibit hall. If you have any special requirements or questions concerning our services, please do not hesitate to call Customer Service at 800-333-4253.

MATERIAL HANDLING

Hale Northeastern, Inc. has partnered with ABF Freight as the official Show Carrier of this event.
ABF Freight offers substantial discounts to our exhibitors if you mention the code TSTR.
ABF may be reached directly at 800-654-7019.
You do not have to use ABF as your carrier; you can use a Common carrier of your choice.

Be sure that your insurance coverage is in effect from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. **Hale Northeastern, Inc.'s policy DOES NOT include any coverage for individual exhibitors and Hale Northeastern, Inc. cannot be held liable.**

POSITIONING EQUIPMENT

Positioning, unskidding and assembly of equipment is NOT COVERED by the free drayage service. Exhibitors will be charged on a time and materials basis for this assistance. Our charge will be based on a one-hour minimum for labor and equipment.

EXHIBITOR MOVE OUT & CLEAN UP

At the close of the show, it is the exhibitors' responsibility to make sure that all debris and waste are removed from the area which their exhibit booth occupied during the show. Waste must be disposed of properly in the appropriate containers that will be distributed around the show floor. Exhibitors neglecting to tidy their exhibit area at show-close will be billed for cleaning on a per-hour basis.

OUTBOUND SHIPPING

To insure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12 Noon Monday, January 25, 2016**. To insure the floor is clear for the next event, shipments not picked up by **12 Noon Monday, January 25th** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick-up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

We hope this will be a successful marketing event and encourage you to call if we can help in any way. Please note: orders can be accepted by mail, fax or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the pre-order discount. Please remember, there are substantial savings if you pre-order by January 8, 2016.

Yours Very Truly,

HALE NORTHEASTERN, INC.
Exhibitor Services Department

PAYMENT POLICY

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Home & Remodeling Show

Dulles Expo Center
January 22-24, 2016

PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES

GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com.

Payment MUST accompany your order. If payment is not received the order will be placed on hold and this may result in the item not making the truck.

If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com.

Items cancelled at show site will be charged 50% of the original price.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.

PAYMENT FOR SERVICES

Hale Northeastern, Inc. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

METHOD OF PAYMENT

Hale Northeastern, Inc. accepts cash, company checks, Visa, MasterCard, American Express and Discover. A service charge of $55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged floor prices and placed on hold until payment is received.

TAX EXEMPT

If your company is tax exempt, a copy of your Tax Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.

ORDER SUMMARY

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Home & Remodeling Show

Dulles Expo Center
January 22-24, 2016

Company Name: _____ Booth No.(s): _____

Phone No.: _____ Cell: _____ Booth Dimensions: _____

Show Site Rep.: _____ Email: _____

Credit Card Authorization (Will be used for Hale services only)

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern, Inc. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:

PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: ☐ Master Card ☐ Visa ☐ Discover ☐ American Express

Billing Address: _____ City: _____ State: _____ Zip: _____

Credit Card Number: _____ Exp. Date: _____ V-Code: _____

Name On Card: _____ Signature: _____

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show. Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite.
Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from Hale Northeastern, Inc.

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE *****

BOOTH FLOORING & SPECIAL BACK DRAPE		$
ESSENTIAL FURNITURE PACKAGE		$
FURNITURE & ACCESSORIES		$
RENTAL DISPLAY		$
SPECIAL SIGNS & BANNERS		$
SHIPPING INFORMATION / MATERIAL HANDLING		$
(Actual weights will be billed at show close)	SUBTOTAL	$
	ADD 6.00% SALES TAX	$
	TOTAL	$
NON-TAXABLE ITEMS		
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE		$
SIGN HANGING		$
	NON-TAXABLE SUBTOTAL	$
	GRAND TOTAL	$
For Electric, Telephone, Booth Cleaning and Plumbing services, go to www.dullesexpo.com		

Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status.
Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

BOOTH FLOORING & SPECIAL BACK DRAPE
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Company Name: _____ Booth No.(s): _____

Show Site Rep.: _____ Phone No.: _____

Standard Booth Carpet (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.

Size	Pre-Order Price	Floor Order Price	Quantity	Total
9' x 10'	$129.00	$199.00		
9' x 20'	$269.00	$389.00		
9' x 30'	$399.00	$599.50		
9' x 40'	$515.00	$635.00		
18' x 20'	$515.00	$635.00		
Longer sizes, divide length by 10 and multiply price:	$129.00	$199.00		
Additional Taping	Total Feet:_____	X $.45/ft. =		

Standard Booth Carpet & Add'l Tape Subtotal: _____

Please check color choice
☐ Black ☐ Gray
☐ Speckled Blue ☐ Red
☐ Forest Green ☐ Burgundy

If no color is selected, show colors will be installed.

Aisles will be carpeted in BLACK & SPECKLED BLUE

Addendum - Only the following carpet tape is allowed on show floor: Echo-Double Coated Carpet Tape (DC-W188F) or Shur-Residue Free (DF-545). No high tack tape or duct tape. This tape can be purchased at the Hale Service Desk for your convenience. Tape used for carpet installation must be removed immediately following the show.

Carpet Padding & Visqueen (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Floor Order Price	Quantity	Total
9' x 10'	$81.00	$99.00		
9' x 20'	$162.00	$198.00		
9' x 30'	$243.00	$297.00		
9' x 40'	$324.00	$352.00		
18' x 20'	$324.00	$352.00		
Visqueen	Pre-Order Price	Floor Order Price		
	$1.05/sq. ft.	$1.25/sq. ft.		
Calculate sq. ft.:	_____ft. x	_____ft. =		

Carpet Padding & Visqueen Subtotal: _____

Masking Drape to Finish off Exposed Back Wall (Show Colors Only)

Item	Pre-Order Price	Floor Order Price	Quantity	Total
5' of drape	$25.00	$25.00		
10' of drape	$50.00	$50.00		

Special Back Drape (includes bases, 8' posts and crossbars)

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Floor Order Price	Quantity	Total
3' High Drape	$7.00 Ln. ft.	$8.50 Ln. ft.	Ln. ft.	
8' High Drape	$10.00 Ln. ft.	$11.50 Ln. ft.	Ln. ft.	
12' High Drape	$17.00 Ln. ft.	$19.50 Ln. ft.	Ln. ft.	

Special Back Drape Subtotal: _____

Please check color choice

☐ Beige	☐ Burgundy	☐ Lime	☐ Red
☐ Black	☐ Dusty Rose	☐ Orange	☐ Silver
☐ Blue	☐ Forest Green	☐ Peach	☐ White
☐ Brown	☐ Gold	☐ Purple	

Booth Carpet & Special Back Drape Page Subtotal: _____

ESSENTIAL FURNITURE PACKAGE

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Home & Remodeling Show

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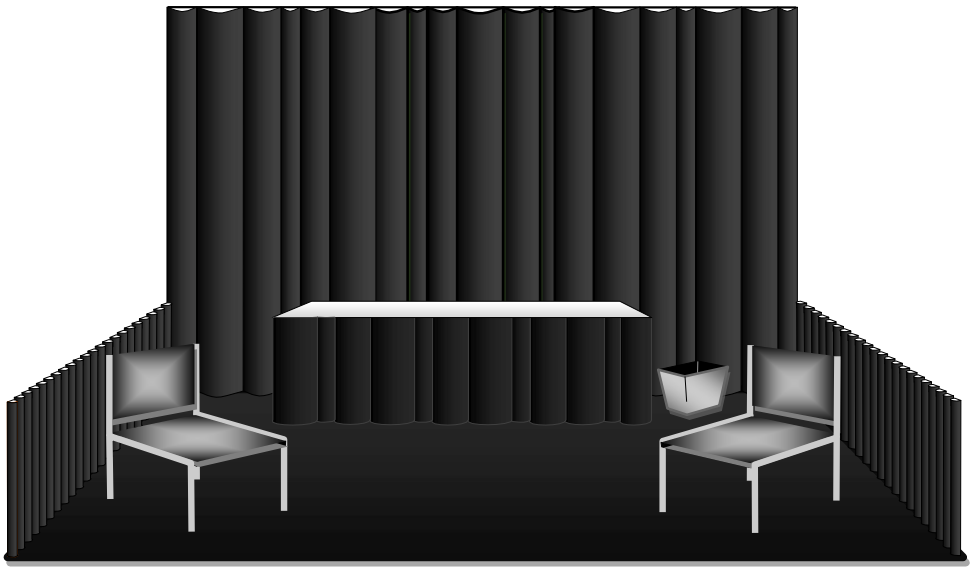
January 22-24, 2016

Company Name: _____ Booth No.(s): _____

Show Site Rep.: _____ Phone No.: _____

Hale Northeastern, Inc. offers the following Essential Furniture Package. This package is only available if ordered and paid for by the Pre-Order deadline date January 8, 2016.

ESSENTIAL FURNITURE PACKAGE



Please Note:

Colors depicted in picture are samples of chosen show colors. Color shades may variate in person.

Package Includes:

One 6' long table, draped on 3 sides in BLACK
Two upholstered side chairs
One wastebasket
One 9'x10' BLACK carpet

Advance Price: $199.49

This Package is only offered as a pre-order rental special and will not be offered on site or after the advance order deadline date January 8, 2016.

Payment must be received before the advance order deadline date in order to qualify for the Essential Furniture Package pricing. This package must be purchased as described. Items listed in the package cannot be sold separately or substituted. No exceptions! If additional booth rental items are required, they can be ordered with the enclosed. Please refer to the Furniture Rental Form if ordering after the advance prices deadline date.

Essential Furniture Package Page Total _____

FURNITURE & ACCESSORIES

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Show Site Rep.: _____ Phone No.: _____

Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th side draping below.)

Size	Pre-Order Price	Floor Order Price	Quantity	Total
4' x 2' x 30" Tall	$86.50	$99.50		
6' x 2' x 30" Tall	$108.50	$125.00		
8' x 2' x 30" Tall	$141.00	$162.00		
4' x 2' x 42" Tall	$105.50	$121.00		
6' x 2' x 42" Tall	$129.00	$148.50		
8' x 2' x 42" Tall	$158.00	$181.50		
4th Side Draping	$35.00	$40.25		
Table Drape Only	$65.00	$74.75		
			Draped Table Subtotal:	

Show Colors: BLACK
Please check color choice

☐ Silver	☐ Plum	☐ Beige
☐ Black	☐ Forest Green	☐ Red
☐ Blue	☐ Lime Green	☐ White
☐ Burgundy	☐ Orange	
☐ Gold	☐ Peach	

If no color is selected, show colors will be installed.

Undraped Display Tables & 30" Round Pedestal Tables (Undraped)

Size	Pre-Order Price	Floor Order Price	Quantity	Total
4' x 2' x 30" Tall	$34.50	$39.50		
6' x 2' x 30" Tall	$45.25	$52.00		
8' x 2' x 30" Tall	$53.25	$61.25		
4' x 2' x 42" Tall	$43.00	$50.00		
6' x 2' x 42" Tall	$50.00	$57.50		
8' x 2' x 42" Tall	$61.00	$70.00		
Vinyl Topper	$10.50	$10.50		
30" Tall Pedestal Table	$88.00	$101.25		
42" Tall Pedestal Table	$99.00	$114.00		
			Undraped Table Subtotal:	

Chairs & Stools

Item Description	Pre-Order Price	Floor Order Price	Quantity	Total
Padded Side Chair	$42.50	$49.00		
Padded Arm Chair	$50.50	$58.00		
Padded Stool	$61.00	$70.25		
			Chairs & Stools Subtotal:	

Accessories

Item Description	Pre-Order Price	Floor Order Price	Quantity	Total
Wastebasket	$9.00	$19.00		
Literature Rack	$111.00	NA		
Bag Rack	$64.50	$74.00		
8' Post & Base	$19.75	$22.75		
Crossbar	$10.00	$11.50		
Floor Easel	$25.50	$29.50		
22" x 28" Sign Frame	$34.00	NA		
			Accessories Subtotal:	

Item Pictures

Tables

Draped Table

Undraped Table

Pedestal Tables

30" Round x 30" Tall

30" Round x 42" Tall

Chairs & Stools

Padded Side Chair

Padded Arm Chair

Padded Stool

Accessories

Wastebasket

Literature Rack

Bag Rack

8' Post & Base & Crossbar

Floor Easel

22" x 28" Chrome Sign Frame

Furniture & Accessories Page Total: _____

RENTAL DISPLAY

Order deadline date for this package:
January 8, 2016
NOTE: RENTAL DISPLAYS ARE NOT AVAILABLE ONSITE

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Company Name: _____ Booth No.(s): _____
Show Site Rep.: _____ Phone No.: _____

READY WHEN YOU ARRIVE - WALK AWAY AT THE CLOSE OF THE SHOW

SOME ITEMS ILLUSTRATED ARE OPTIONAL

10' x 10' RENTAL DISPLAY... $1,487.00

Standard booth color is: White Sintra

Special colors of Sintra are available on request at 10% additional:

Blue, Beige, Black, Red, Gray

The following items are included:

* 3 Back wall panels - 8' high by 10' wide total
* 2 Side wall return panels - 19" wide
* 1 lighting unit - (outlet not included)
* 10' of carpet - your choice of color
  (see listing on Carpet Rental Form)
* Header sign in block lettering and your choice of color
  (logos, special lettering is available at additional cost)

Header Copy: _____
Color Choice: _____

Description	Pre-Order Price	Floor Order	Quantity	Total
Standard Rental Exhibits:	$1,487.00	$1,760.00	_____	$ _____
ADDITIONAL OPTIONS:				
White cabinet 42" high, 18" deep - with doors	$116.50	$134.00	_____	$ _____
White shelf with brackets 8" deep, 39" wide	$26.50	$30.50	_____	$ _____
Side return 3' high (1 - 10' section)	$70.25	$80.75	_____	$ _____

TOTAL CHARGES FOR BOOTH RENTAL & ACCESSORIES:
Please enter the total on the Order Summary (Applicable taxes not included) $ _____

The Last day to receive **Pre-Order Prices: January 8, 2016. Orders received after January 8, 2016 are Floor Orders.**

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

STANDARD BOOTH SIGN
7” X 44” SIGN

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Home & Remodeling Show
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January 22-24, 2016

Company Name: _____ Booth No.(s): _____

Show Site Rep.: _____ Phone No.: _____

PRE-ORDER DATE IS: January 8, 2016

Pre-Order Price: $25.00 each

Floor Order Price: $37.50 each

First Line: _____

Second Line: _____

Each line may not exceed 26 characters, including spaces.
Sign font will be 2” Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

Please enter the total on the Order Summary
(Applicable taxes not included)

Orders may be mailed, faxed (716-896-8908) or may be scanned and emailed to csr@haleexpo.com.

SPECIAL SIGNS

Sign Orders received after Jan. 8th add 50% to the listed Price.

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SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your completed logo to your order or our in house graphic artists can work with you to reproduce a logo or create one from scratch!

All sign prices below include up to two (2) color copy with simple text with no more than twelve (12) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work or heavy copy will be quoted upon request.

EXAMPLES OF STANDARD SIZES

22" x 28"
Standard Sign Holder Size
☐ **$74.20**

22" x 14"
Common Table Top Size
☐ **$58.50**

14" x 44"
Double height of Standard Booth Sign
☐ **$74.20**

4' x 8'
☐ **$263.70**

3' x 4'
☐ **$113.30**

Copy Color

Color 1: _____

Color 2: _____

Orientation

☐ Landscape

☐ Portrait

Material Choice

☐ Foamcore – Foam center with white paper surfaces

☐ Coroplast – Corrugated plastic – Most durable (Colors available)

☐ Poster Board – White poster board / Sign card only

Description	Pre-Order Price	Quantity	Total
22" x 28" Sign	$74.20		
22" x 14" Sign	$58.50		
14" x 44" Sign	$74.20		
4' x 8' Sign	$263.70		
3' x 4' Sign	$113.30		
Pair Brass Grommets	$3.50		
Easel Back	$2.75		

Subtotal: _____

Double Sided — Add 50% to Subtotal: _____

Subtotal 2: _____

Ordered After Deadline — Add 50% to Subtotal 2: _____

Special Sign Page Total: _____

Please Indicate Sign Copy Here:

BANNERS

Banner Orders received after Jan. 8th add 50% to the listed Price.

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All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color

Color 1: _____

Color 2: _____

Orientation

☐ Horizontal

☐ Vertical

Banner Background Material Color

☐ White ☐ Blue ☐ Yellow

☐ Red ☐ Green

☐ I Want Grommets ☐ I Want Pockets

Please Indicate Banner Copy Here:

Description	Pre-Order Price	Quantity	Total
2' x 8' Banner	$150.50		
3' x 8' Banner	$212.50		
Custom Size	Call For Pricing		
Add Logo	Call For Pricing		
Grommets Every 2'	Standard		
Add'l Grommets (ea.)	$1.00		
Background Color Other Than White	$25.00		

Subtotal: _____

Double Sided — Add 50% to Subtotal: _____

Subtotal 2: _____

Ordered After Deadline — Add 50% to Subtotal 2: _____

Banner Page Total: _____

Acceptable File Formats For Artwork

Vectorized Artwork – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Please note, .eps and .pdf can also contain raster images as well (less preferred).

Rasterized Artwork – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. To prevent unsatisfactory results, Hale Northeastern, will not use web images for reproduction on signage. Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

Files Upload Info: FTP Server: ftp.haleexpo.com User: **upload-user** Passwd: **upload-to-hale**

It's our business to make your business look good!

SIGN & BANNER HANGING

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January 22-24, 2016

Company Name: _____ Booth No. (s): _____

Show Site Rep.: _____ Phone No.: _____

SIGN & BANNER HANGING RULES & REGULATIONS

1. **Suspended signs/banners are allowed in exhibit booths 200 sq. feet or larger.**
2. **The sign/banner has to be finished on the back side with no copy, unless your display is 20' x 20' or larger. If it is not finished, the sign/banner will not be hung.**
3. **Please fill in the bottom portion of this form and return it to Hale Northeastern, Inc. to schedule your sign hanging.**
4. **Plan on dropping off your sign/banner at the Dulles Expo Center on Monday, January 18th between the hours of 9 AM and 4 PM. Handwritten signs/banners will not be permitted. No magic marker, grease pencil or other "homemade" signs/banners are permitted. Professionally made signs & banners ONLY will be allowed.**

Exhibit Space Size	Maximum Size of Sign/Banner	Hanging Distance from the Ground
10' x 20' = 200 sq. ft.	2' x 8'	10' from the ground
10' x 30' = 300 sq. ft.	3' x 8'	10' from the ground
20' x 20' = 400 sq. ft.	4' x 12' **Each Side**	12' from the ground
20' x 30' = 600 sq. ft.	4' x 18' **Each Side**	12' from the ground
20' x 40' = 800 sq. ft.	4' x 22' **Each Side**	12' from the ground

Pre-Order Deadline Date: January 8, 2016. Orders received after January 8, 2016 are Floor Orders.

Description of Service	Pre-order Price	Floor-order Price
INSTALLATION AND REMOVAL OF FIRST SIGN	$250.00	$325.00
INSTALLATION & REMOVAL OF EACH ADDITIONAL SIGN IN THE SAME BOOTH	$100.00	$130.00

Hale Northeastern is responsible for the installation of all signs hung from the ceiling. No exhibitor or I & D company is allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale one week prior to the first day of set up.

Please complete the following information:

Number of feet from floor to top of sign: _____ ft.

Number of feet in from left side: _____ ft.

Number of feet in from front aisle: _____ ft.

Sign Hanging Page Total: _____

Does your sign require electrical connection? ☐ **NO** ☐ **YES** (If YES, please complete the Dulles Expo Center Electrical form.)

Signs & Banners will be removed on: January 25, 2016.

Actual installation and removal will be set by Hale, per the availability of the hall and access to area under your booth.

INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE

Save Time and Money! Pre-Order by Jan. 8th and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Home & Remodeling Show

Dulles Expo Center
January 22-24, 2016

Company Name: _____ Booth No.(s): _____

Show Site Rep.: _____ Phone No.: _____

Installation & Dismantling Labor (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

Straight Time Rate: $66.25 (M-F 8 AM – 4 PM) **Overtime Rate: $99.25** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ **SUPERVISED BY EXHIBITOR PERSONNEL** – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	Date of Service	Start Time	No. of Workers		Approx. Hours Per Person		Total Hours		Hourly Rate		Estimated Total Cost
Installation				X		=		@		=	
Installation				X		=		@		=	
Dismantle				X		=		@		=	
Dismantle				X		=		@		=	

Onsite Supervisor Name: _____ Cell Number: _____

Straight Time Rate: $66.25 (M-F 8 AM – 4 PM) **Overtime Rate: $99.25** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ **SUPERVISED BY HALE NORTHEASTERN PERSONNEL** – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	Date of Service	Start Time	No. of Workers		Approx. Hours Per Person		Total Hours		Hourly Rate		Estimated Total Cost
Installation				X		=		@		=	
Installation				X		=		@		=	
Dismantle				X		=		@		=	
Dismantle				X		=		@		=	

Add 30% For Hale Supervision (Total x 0.3): _____

Forklift Service (Price includes forklift and operator)

Straight Time Rate: $136.50 (M-F 8 AM – 4 PM) **Overtime Rate: $204.75** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Northeastern will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Northeastern employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	Date of Service	Start Time	No. of Workers		Approx. Hours		Total Hours Per Person		Hourly Rate		Estimated Total Cost
Installation				X		=		@		=	
Installation				X		=		@		=	
Dismantle				X		=		@		=	
Dismantle				X		=		@		=	

Plastic Banding (Per pallet and includes labor): **$75.00**

Shrink Wrap (Per pallet and includes labor): **$75.00**

If Labor must be cancelled, Hale Northeastern, Inc. requires 24 hour advance notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

Installation & Dismantling Labor & Forklift Service Page Total: _____

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

Please do not return label to Hale Northeastern

ADVANCE TO WAREHOUSE

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE BETWEEN: December 28, 2015 – January 15, 2016

FREIGHT LABEL

SHIP TO:

Home & Remodeling Show
Attn.: ABF Freight
7850 Wellingford Drive
Manassas, VA 20109

SHOW INFORMATION
Home & Remodeling Show
Dulles Expo Center
January 22-24, 2016

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

DIRECT TO SHOW SITE

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE ON OR AFTER: January 18, 2016

FREIGHT LABEL

SHIP TO:

Home & Remodeling Show
Attn.: Hale Northeastern, Inc.
4320 Chantilly Shopping Center
Chantilly, VA 20151

SHOW INFORMATION
Home & Remodeling Show
Dulles Expo Center
January 22-24, 2016

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

SHIPPING & MATERIAL HANDLING

Save Time and Money! Pre-Order by Jan. 8th and receive substantial discounts!

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Home & Remodeling Show

Dulles Expo Center
January 22-24, 2016

Company Name: _____ Booth No.(s): _____

Show Site Rep.: _____ Phone No.: _____

***** SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE *****

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How To Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving **(December 28 - January 15, Only)** ***Please note, closed for New Year's Day***				$74.75 / hundredweight **Min. 200 lbs. Per Shipment** Minimum Charge = $149.50	(Total Weight / 100) x $74.75
Direct to Show Site Rate For Shipments Arriving on or after **(January 18)**				$68.50 / hundredweight **Min. 200 lbs. Per Shipment** Minimum Charge = $137.00	(Total Weight / 100) x $68.50
Small Package Rate For Single Packages 25 lbs. and Under Arriving on Show Site Only				$25.50 / per package (Single Package Shipments Only) Minimum Charge = $25.50	$25.50 Single Package Only
Uncrated Rate For any Uncrated Machinery or Material Received				$84.00/hundredweight **Min. 200 lbs. Per Shipment** Minimum Charge = $168.00	(Total Weight) / 100 x $84.00
Advance Warehouse & Direct Show Site Rate For Shipments Arriving Outside of Posted Dates				$93.50/hundredweight **Min. 200 lbs. Per Shipment** Minimum Charge = $187.00	(Total Weight / 100) x $93.50

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

Outbound Shipping & Material Handling Only (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How To Calculate Total Material Handling Charges
Outbound Regular Rate				$50.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = $100.00	(Total Weight / 100) x $50.00
Small Package Rate For Single Packages 25 lbs. or less				$25.50 / per package (Single Package Shipments Only) Minimum Charge = $25.50	$25.50 Single Package Only
Uncrated Rate For any Uncrated Machinery or Material Going Outbound				$84.00/hundredweight Min. 200 lbs. Per Shipment Minimum Charge = $168.00	(Total Weight) / 100 x $84.00

To insure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitor's must make arrangements to have the shipment picked up before **12:00 Noon on Monday**. To insure the floor is clear for the next event, shipments not picked up by **12:00 Noon, Monday** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Shipping & Material Handling Page Total: _____

MATERIAL HANDLING LIMITS OF RESPONSIBILITY

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MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to $.30 per pound per article with maximum liability of $50.00 per item and $1000.00 per shipment, whichever is less.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.
    - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Northeastern Inc. policies **DO NOT** include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

PAYMENT POLICY & SHIPMENTS

- **Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card** authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
    1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Show Name: Home & Remodeling Show 2016 Company Name: _____

Print Name: _____ Booth No.(s): _____

Signature: _____ Date: _____

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:

Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com

Close of Show Guidelines
&
Outbound Shipping

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www.haleexpo.com | email: csr@haleexpo.com

Close of Show Guidelines

The Hale Northeastern Service Desk will re-open approximately one (1) hour prior to show close to assist you with Outbound questions. The Hale Northeastern Service Desk will be in the same location as it was at set-up.

Exhibitors are asked not to place any items on the aisle carpet once the show closes until the carpet is rolled out of the aisle. The aisle carpet will be rolled up immediately upon notice from Show Management that the show is officially closed or when the general announcement has been made. The Hale staff will have the carpet rolled in about (1) hour IF all exhibitors assist by keeping the aisles clear of their booth items.

No storage items (boxes or crates, etc.) will be returned to exhibitors until the aisle carpet is rolled. Hale's priority is to roll the carpet immediately upon show-closing. No forklifts will be used until aisle carpet is rolled. You may schedule forklift service by stopping at the Hale Service Desk. No exit doors / roll-up doors will be opened until aisle carpet is rolled.

Outbound Shipping

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12 PM Monday, January 25th**. To ensure the floor is clear for the next event, shipments not picked up by **12 PM Monday, January 25th** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick-up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

UPS Shipments: UPS has very specific rules for shipping. *If you must use UPS, please be sure you have current, OFFICIAL UPS Labels affixed to your shipment.* Also, UPS does not allow us to call in a pick-up for you. **It is critical that you, as the UPS account holder, call UPS THE DAY BEFORE materials are supposed to be picked up from the show floor.**

ABF Freight offers substantial Show Carrier Discounts when selecting them as your freight carrier. Just write "TSTR" on your ABF Bill of Lading when shipping to save big! For information and shipping arrangements, ABF can be contacted at 800-654-7019.

Here is the address your carrier needs to pick up your freight.

Dulles Expo Center
4320 Chantilly Shopping Center
Chantilly, VA 20151

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY THE PUBLISHED DISMANTLE DATES AND TIMES.
AFTER THAT TIME, THEY ARE SUBJECT TO DISPOSAL AS ABANDONED ITEMS.
NO ITEMS ARE TO BE LEFT FOR PICK UP AT A LATER TIME.